



**ARIZONA STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE SECRETARY OF STATE
Library Development Division



CONTINUING EDUCATION SCHOLARSHIPS

All library personnel employed full-time in Arizona libraries are eligible to apply for a scholarship in order to attend continuing education events. These scholarships are funded with Library Services and Technology Act funds. As such, these scholarships may be granted only when federal funds are available. Awards to library personnel will be made for continuing education activities such as a workshop, institute or conference. Under this program awards are not available for formal library courses through a university or community college.

The scholarships may include the cost of conference fees, room and board, and travel. An applicant may apply for workshop fees and expenses not to exceed \$1,000.00. Scholarships will be considered on a first-come basis. Requests for reimbursement for programs previously attended will not be considered. An applicant is not eligible for a scholarship if he or she has had one within the 12-month period prior to the date of the proposed program.

All persons awarded a scholarship must agree to submit a newsletter article about the program attended to Library Development Division (LDD). The article must be submitted to the editor of the Arizona Library Association Newsletter within 10 working days of the program. Copies must also be provided to the CE Coordinator at the Library Development Division.

To request a Continuing Education Scholarship, all applicants must submit an application at least 60 days prior to the date of the event. For attendance at the American Library Association (ALA) conference or other large conferences, 90 days is required. Application forms are available from the Library Development Division.

If the request is approved, the recipient will be reimbursed for workshop costs upon receipt of the written article and receipts for expenses incurred.

If you have any questions, please contact us at 602-926-3604 or 1-800-255-5841 or by mail:

CONTINUING EDUCATION SCHOLARSHIP PROGRAM
Arizona State Library, Archives and Public Records
Library Development Division
1101 West Washington Street
Phoenix, Arizona 85007-2935



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CONTINUING EDUCATION SCHOLARSHIP APPLICATION

Date: _____ Business Telephone: _____

Name of Applicant: _____

Job Title: _____

Email: _____

Library Name: _____

Library Address: _____

Please attach a copy of workshop/conference brochures or flyers.

Title of Workshop: _____

Location of Workshop: _____

Workshop Date(s): From: _____ To _____

How did you find out about the workshop? _____

Has your library applied for more than one scholarship to this workshop?

Yes ____ No ____ If yes, who else has applied? _____

Have you received a CE Scholarship within the last 12 Months? Yes ____ No ____
(only one application will be approved per 12 month period)

Purpose of attendance and explanation of how this training will help you do your job better:



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How much is the estimated travel costs?

Air Fare

Lodging

Meals

Ground Transportation

Registration Fee

_____ X \$ _____ =

TOTAL:

Travel (lodging and meals) will be reimbursed at the per diem rate, approved by the State of Arizona. This is approximately \$60/day lodging in AZ, \$34.00/day meals in AZ. Reimbursement rates vary slightly depending on city and state. Refer to <http://www.gao.az.gov/travel> for more information and exact reimbursement index.

In accepting a Continuing Education Scholarship from the Library Development Division (LDD), I agree to the following requirements:

1. Scholarship approval may be less than and may not exceed \$1,000 maximum. Additional expenses incurred in attending a conference are my responsibility. All original receipts will be kept and submitted with the non-state employee travel reimbursement form to Carol Tapia (LDD).
2. A copy of the brief newsletter article you submit about the conference for the **AzLA Newsletter**. A few paragraphs will meet the requirements. Please email the original article directly to the AzLA Newsletter Editor, at communication@azla.org by the 10th of the month. For additional information about submitting the article, go to www.azla.org and click on Publications. Your reimbursement will not be processed until the written reports are submitted.
3. I will make myself available to answer any questions about the conference from anyone in the Arizona library community.

Please attach a copy of workshop/conference brochures or flyers.

Applicant Signature: _____

Date _____

Head Librarian/Supervisor Signature: _____

Date _____

State Library CE Coordinator Signature: _____

Date _____

Mail application and brochures to:

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